

<b>TAB D-8: TRANSPORTATION</b>		C-1; Effective 15 Feb 03
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Are proper vehicle record folders maintained? a. Current year Vehicle Inventory (S-2) on file b. Title (or Certificate of Origin) c. Copy of registration (original in vehicle) d. Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year e. History record of all maintenance repairs/expenses on vehicles f. Vehicle justification form (CAPF 175) g. Copy of the liability insurance card (original card should be in the vehicle)	CAPR 77-1 Para 12b(4) CAPR 77-1 Para 2 CAPR 77-1 Para 2 CAPR 77-1 Para 2  CAPR 77-1 Para 2  CAPR 77-1 Para 2 CAPR 77-1 Para 2
2.	Are vehicles operated and passengers carried IAW CAPR 77-1? a. Valid state driver's license required b. Valid CAP Motor Vehicle Operator Identification Card (CAPF 75) required 1) Are vehicles carrying passengers only operated by drivers who are at least 21? 2) Are licensed drivers under 21 years of age restricted from carrying passengers or towing trailers? c. Non-member passengers are approved in writing by region or wing commander d. Operator driving records reviewed every two years e. Operators CAP motor vehicle operator identification card (CAPF 75) revalidated at time of state license expiration date	CAPR 77-1 Para 4a(2) CAPR 77-1 Para 4a(2)  National Board Minutes from Mar 02 National Board Minutes from Mar 02  CAPR 77-1 Para 5b  CAPR 77-1 Para 4a(3)  CAPR 77-1 Para 4c
3.	Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual? a. Records being maintained on all routine maintenance performed on vehicles b. Major maintenance being submitted on rehab request form to HQ CAP/LGT for reimbursement c. Emergency vehicle repair procedures being followed	CAPR 77-1 Para 8b and Atch 1 CAPR 77-1 Para 2d  CAPR 77-1 Para 8c(1)  CAPR 77-1 Para 8c(2)
4.	Do vehicles project organizational	CAPR 77-1 Para 9

	<p>professionalism at all times IAW CAPR 77-1?</p> <ul style="list-style-type: none"> <li>a. CAP seal on vehicle</li> <li>b. Vehicle identification number assigned to each CAP vehicle and displayed on vehicle</li> <li>c. Vehicles are painted white (may be AF blue until paint job is required)</li> <li>d. Other markings conform to federal, state and local laws.</li> <li>e. Vehicles are cleaned monthly and waxed at least once a year</li> </ul>	<p>CAPR 77-1 Para 9d CAPR 77-1 Para 9e</p> <p>CAPR 77-1 Para 8c(3)</p> <p>CAPR 77-1 Para 9f</p> <p>CAPR 77-1 Para 9c</p>
5.	<p>Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements?</p> <ul style="list-style-type: none"> <li>a. Forward S-2, CAP Vehicle Inventory Report through appropriate channels to meet 1 October suspense</li> <li>b. CAPF 37V, <i>Shipping and Receiving Document for Vehicles and Trailers</i> forwarded through appropriate channels so vehicle is added to the NHQ CAP inventory database after approval and receipt of vehicle</li> <li>c. CAPF 37V forwarded to HQ CAP/LGT after any vehicle transfer or disposal</li> <li>d. Comply with state or local reporting procedures if required</li> </ul>	<p>CAPR 77-1 Para 12</p> <p>CAPR 77-1 Para 12b</p> <p>CAPR 77-1 Para 12b(3)</p> <p>CAPR 77-1 Para 15</p> <p>CAPR 77-1 Para 12a</p>
6.	<p>Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 900-7?</p> <ul style="list-style-type: none"> <li>a. VSI claims are submitted within 60 days with all supporting documentation</li> <li>b. S-7 report is signed and premiums submitted thru appropriate channels to meet 1 October suspense</li> <li>c. VSI windshield claims are submitted thru appropriate channels on CAPF 70</li> </ul>	<p>CAPR 77-1 Para 10c</p> <p>CAPR 900-7 Para 6e</p> <p>CAPR 900-7 Para 4</p> <p>CAPR 77-1 Para 11 &amp; CAPR 900-7 Para 8b</p>
7.	<p>Is the wing performing a management analysis of wing vehicles?</p> <ul style="list-style-type: none"> <li>a. Are vehicles assigned within the wing based on need and type</li> <li>b. Are vehicles rotated between high and low mileage units</li> </ul>	<p>Suggested Management Practice</p>

## CAP FORM 73, Oct 00

(www.capnhq.gov)

CAP VEHICLE INSPECTION GUIDE AND JUSTIFICATION			
MONTH / YEAR	END OF MONTH ODOMETER READING		
WING / REGION	CHARTER		
VEHICLE IDENTIFICATION NO. (VIN)	YEAR OF VEHICLE		
VEHICLE MAKE	VEHICLE MODEL	FIELD ID NO.	
<b>ITEMS TO BE CHECKED DAILY</b> <i>(operator's signature required on inside page to verify inspection)</i>			
1.	REGISTRATION / PROOF OF INSURANCE		
2.	FIRE EXTINGUISHER / FIRST AID KIT		
3.	DAMAGE (exterior and interior, missing parts)		
4.	TIRES (visually check for damage / abnormalities)		
5.	ENGINE OIL AND COOLANT (visually check fluid levels)		
6.	BATTERY CONDITION		
7.	LEAKS (visually check fuel / oil / coolant)		
8.	DRIVE BELTS / HOSES (visually check for fraying or cracking)		
9.	LIGHTS (visually check for proper operation)		
10.	BACK UP ALARM / EMERGENCY FLASHERS (functionally check proper operation)		
11.	SAFETY DEVICES (seatbelts / harness, headrests, etc.)		
12.	INSTRUMENTS / HORN (functionally check proper operation)		
13.	WINDSHIELD WIPERS / WASHER (functionally check for proper operation / condition)		
14.	BRAKES / STEERING (functionally check responsive / effective / smooth)		
15.	MIRRORS (rearview / side)		
16.	EXHAUST SYSTEM		
17.	WINDOWS (functionally check proper operation)		
18.	RADIO MOUNTS (CAP added equipment)		
19.	CURRENT STATE INSPECTION STICKER (if applicable)		
20.	TIRE PRESSURE (checked monthly - requires signature and date below)		
Signature:		Date Performed:	

**CAP FORM 73, OCT 00** PREVIOUS EDITIONS WILL NOT BE USED OPR/ROUTING: LGT  
Corrected Copy (All CAPFs 73, Oct 00, may be used)

TIME AND VEHICLE USAGE DATA				
<i>(Enter Number of Hours (rounded up) Under the Appropriate Use Category)</i>				
TIMES USED	ADMIN	CADET ACTIVITIES	MISSION SUPPORT	OTHER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
TOTAL				

\* ANNOTATE TOTAL NUMBER TIMES USED IN THE UPPER LEFT SECTION OF BLOCK  
\* ANNOTATE TOTAL NUMBER OF HOURS IN THE LOWER RIGHT SECTION OF BLOCK

**CAP FORM 73, Oct 00**

([www.capnhq.gov](http://www.capnhq.gov))

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